



**Admissions Policy
Guildford Grove Primary School
2025 – 26**

Responsible staff member: Rona Mackie, Headteacher

Responsible Officer: Local governing body

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School Values: A culture of achievement where all can succeed.

At Guildford Grove, we

- are responsible and respectful members of our diverse community
- are empowered to make safe, informed choices
- have high aspirations and a “can do” attitude to learning and we
- develop and foster our individual abilities and interests.

Allocating Places

Applications for Reception September 2025 intake must be made by 15 January 2025.

Applications for admission at the normal intake (September) will be managed in accordance with Surrey County Council’s coordinated scheme for primary admission. Please see www.surreycc.gov.uk/admissions for further details regarding applications, processing, late applications and offers.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named the school.

The admission number for Reception is 60. In the event of over-subscription, places will be allocated in the following order:-

1. Looked After and Previously Looked After Children

Places will be offered firstly to looked after children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of the circumstances and professionally supported evidence.

Definitions

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the satisfaction of the school's admissions committee] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

- An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).*
- A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.*

- iii. *A ‘special guardianship order’ is set out in section 14A of the Children Act 1989 and is defined as an order appointing one or more individuals to be a child’s special guardian (or special guardians).*

2. Exceptional Circumstances

Children with a serious or life-threatening medical condition or disability, or children where there are sensitive and/or serious individual and/or family circumstances that make attendance at Guildford Grove Primary School essential, can be considered under the exceptional circumstances criteria. A case should be provided which demonstrates clearly why you feel it is essential for your child to attend Guildford Grove Primary School, and why no other school can meet your child’s needs. In the case of a medical condition or disability, this should be stated on the application form and can only be considered if substantive medical evidence from a professional such as a doctor and/or hospital consultant is attached and for other circumstances, evidence from a social worker, health visitor, housing officer, the police or probation officer. Please note that a letter from a GP will not normally be deemed sufficient evidence. If there are sensitive and/or serious individual and/or family circumstances, these should be stated at the time of application. Substantive evidence, such as a report from a support service, must be provided.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school’s exceptional circumstances criterion would not normally be given for these. In addition, routine child minding arrangements will not normally be considered to be an exceptional circumstance for placement at a particular school.

Providing evidence does not guarantee that a child will be given priority at Guildford Grove Primary School and in each case a decision will be based on the merits of the case and whether the evidence demonstrates that a placement should be made at Guildford Grove Primary School above any other.

Places may be allocated under this criterion when places are first offered at Guildford Grove Primary School and the Local Authority may also ask Guildford Grove Primary School to admit over their Published Admission Number at other times under this criterion.

3. Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit, at the same address.

A child will be given sibling priority if they have a sibling on roll at the school and that sibling is still expected to be on roll at the school at the time of the child’s admission.

4. Children of Staff

Priority is given to the children of staff where the member of staff has been employed at Guildford Grove Primary School for two or more years at the time at which the application

for admission to the school is made. The member of staff must complete the supplementary information form attached.

5. Any Other Applicant

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the student's home, as set by Ordnance Survey to the nearest school gate for students to use. This is calculated using a Geographical Information System.

ADDITIONAL INFORMATION

Home Address

The home address of the child excludes any business or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery. A relative's address is also excluded, unless the child lives there as their normal place of residence.

We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured by a Geographical Information System.

The address to be used for the initial allocation of a place for Reception will be the child's address at the closing date for application. Changes of address may be considered if there are exceptional reasons behind the change, such as if a family has just moved into the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Surrey County Council and Guildford Grove Primary School of any change of address.

Multiple Births

In the case of multiple births, where a child whose twin or sibling from a multiple birth is admitted, otherwise than as an excepted pupil, subsequent siblings will be admitted in to the year group as an "excepted child" (as defined in the School Admissions Code).

Tie Breaker

If within any category there are more children than places available, priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using a Geographical Information System.

Where two or more children share a priority for a place when using distance as a tie breaker, eg where two children live equidistant from a school, lots will be drawn in the presence of an independent person from one of the Trust's other schools to determine which child should be given priority.

Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown for Guildford Grove Primary School and without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake to Guildford Grove Primary School will be maintained until the last day of the Summer term 2026 when they will be cancelled. Parents wishing their child/ren to remain on the waiting list after this date must reapply using the in-year application form via the Surrey County Council admissions.

After the last day of the Summer term 2026, parents whose children are not already on the waiting list, but who wish them to be so must apply for in-year admission. Waiting lists for all other year groups will be cancelled at the end of each academic year.

Where an applicant is added to the waiting list, or an existing applicant becomes eligible for a place under a higher priority criterion, the list will be ranked again in accordance with the published oversubscription criteria.

Children of Staff

The child of a member of staff who does not qualify for priority admission, because the member of staff joined the school less than two years before the admissions deadline, will have priority on the waiting list from the time when their parent has been employed at the school for two years or more.

Where the child of a staff member does not qualify for priority under this criterion, they will be ranked according to the remaining oversubscription criteria.

Out of Year Group requests

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

In Year Admissions

The following applications will be treated as In Year Admissions during 2025/26:

- Applications after 1 September 2025 for admission into Reception
- All other applications for admission to Years 1 to 6

Applications must be made using the in-year application form (IYA-SCCCMA) which is found on Surrey County Council website <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>. Where there are more applications than places available, each applicant will be ranked in accordance with our published oversubscription criteria above. If a space becomes available the applicant will be contacted by Surrey County Council and they will have 14 days to accept the offer of a place before the offer is withdrawn.

Starting school

There is a single intake into Reception. All children whose date of birth falls between 1 September 2020 and 31 August 2021 will be eligible to apply for a full time place in Reception for September 2025. After a staggered start, all children will be full time by the end of September. Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

Home School Transport

Surrey County Council has a Home to School Transport policy that sets out the circumstances that children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form.

Eligibility to transport is not linked to the admission criteria of a school. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at www.surreycc.gov.uk or from the Surrey Schools and Childcare Service on 0300 200 1004.

Admission to the Lighthouse (Hearing Impaired Unit)

Places are offered to pupils whose deafness is deemed to be their major special educational need, or is their major need in conjunction with another disability (e.g. visual-impairment). Children starting at the Lighthouse are either in the process of being assessed for an Education Health and Care Plan (EHCP), or already have an EHCP. The presence of special needs in addition to their deafness does not preclude entry to The Lighthouse, although pupils must be able to benefit from inclusion into mainstream classes for part of the day. Priority is given to Surrey Children, but out-of-county pupils who live within daily travelling distance of Guildford are also considered.